

**CLASS TITLE: HIGHWAY CONSTRUCTION AND
MAINTENANCE OPERATIONS MANAGER**

Class Code: 02772600

Pay Grade: 33A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for managing highway construction or maintenance operations programs and assigned staff; as assigned, plans, directs and participates in the development and implementation of operational plans, policies and processes for construction field management, or property and fleet management, or communications, storm operations and emergency responses, or correctional support, homeland security and public safety; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative supervision of a superior with wide latitude for the exercise of independent judgment; work is reviewed through conferences and submitted reports for compliance with departmental policies and objectives, laws, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, directs, coordinates and evaluates the work of assigned staff engaged in carrying out various statewide construction and maintenance programs.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for managing highway construction or maintenance operations programs and assigned staff.

As assigned, to be responsible for formulating, implementing and directing maintenance programs and processes, develops program operations, forecasts and plans for summer and winter maintenance operations and snow and ice removal, striping, bridge inspection and repair, concrete and asphalt operations, surface treatment, drainage problems, guardrail maintenance, mowing and landscaping, debris pick-up, hazardous-material disposal, rest area maintenance, correctional services, and other activities.

As assigned, to perform advanced administrative and technical work involving the supervision of construction field management activities such as: supervising the contract construction of major road and bridge or related highway projects; coordinating and supervising field engineering activities involving overlapping construction contracts in the field; interpreting several provisions of contracts, plans, specifications and designs; assuring that construction work schedules are maintained; supervising the continuous inspections of workmanship, materials and methods of construction; and determining the partial and final payment amounts due to contractors as the various construction phases of the project are completed.

May direct the permit application process for private use of state property, right-of-way, access to state highways and traffic impact studies under development.

To plan and direct response activities for emergency operations intelligent transportation systems, homeland security efforts, and incident and emergency response operations and management.

May serve as a representative and liaison with local, state, and federal officials, and other emergency response agencies; to communicate information and work with interested parties to develop and implement plans and procedures; to conduct drills, address issues, and resolve problems in the district; to direct support operations for statewide emergency efforts and events.

To plan the structure, functions and processes of the work units managed including the development of work goals, plans, processes and operational reporting systems.

To interpret and apply provisions of agency policies and procedures and other regulations governing health and safety work zone.

To prepare correspondence and reports on issues and concerns as needed; confers with staff to provide input, obtain information, and to assist superior.

May assist in the procurement of fleet, equipment, goods, and services; to maintain inventories, assign equipment, and ensure proper maintenance.

As necessary, to attend meetings, serve on task forces or committees to share information, develop proposals, programs, procedures, or courses of action requiring participation of the division and/or other departmental, state and federal agencies.

To prepare programs, estimates, and plans for various maintenance operations including surface treatment, bridge construction and maintenance, right-of-way maintenance, and other projects.

As required, to meet with representatives from local government and public works organizations to discuss projects and to develop scheduling. To develop preliminary drafts and plans for construction and maintenance programs for approval of a superior.

As required, to instruct employees regarding record maintenance and office methods, as well as, policies and the proper utilization of personnel, materials and equipment.

As required, to assist with the evaluation of personnel for employment or promotions.

As assigned, to review and recommend action to be taken on estimates and requests for authorization for funds, personnel, materials and equipment requirements on a seasonal and annual basis and for the programming of divisional activities.

To review and provide initial approval or disapproval of time records submitted by subordinates.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the basic engineering principles, practices, methods, materials and equipment used in highway construction and maintenance programs and the ability to apply such; a thorough knowledge of the basic materials used in construction and the ability to apply such knowledge in the inspection and evaluation of such in conformance with approved plans and specifications; a thorough knowledge of operational maintenance and emergency response needs involving the statewide transportation system; a working knowledge of divisional policies, practices, and procedures; a working knowledge of office management methods and procedures; the ability to read and interpret highway and bridge construction plans and specifications and to approve or reject non-material changes therein under the contract, or, to recommend needed changes in such plans and specifications; the ability to keep records and prepare reports concerning the work of subordinates engaged in a statewide program; the ability to prepare specifications for materials and equipment used in the particular program; the ability to develop and supervise a comprehensive work plan, program and schedule; the ability to implement comprehensive work plans within the limits of available funds; the ability to coordinate and direct activities in a number of units; the ability to communicate effectively, orally and in writing; the ability to work under adverse weather conditions; the ability to assess needs and issues facing and recommend solutions for the programs activities managed; the ability to administer and integrate diverse function, assess effectiveness and cost of proposed plans for using and improving materials, equipment, processes, and procedures; the ability to plan, organize, direct, coordinate and evaluate the work of a subordinate staff engaged in carrying out a statewide program; the ability to establish and maintain good relations with subordinates, public officials and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Civil Engineering; and

Experience: Such as may have been gained through: considerable employment in a responsible supervisory position within the public or private sector involving a large highway and bridge construction and maintenance program.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised November 12, 2005